




## User's Guide

# The Benefits of Using TNSmartShop

- ▶ You can create requisitions with multiple suppliers.
  - ▶ There is automatic Purchase Order dispatch to multiple suppliers.
  - ▶ It allows you to search across multiple suppliers and catalogs.
  - ▶ It allows you to save commonly purchased items in a saved cart.
  - ▶ There is an item comparison feature, allowing you to compare all items in TNSmartShop.
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# TNSmartShop Training Overview

- ▶ The purpose of this training is to teach a user how to administrate TNSmartShop.
- ▶ Topics Covered:
  - User Interface Overview
  - Shopping basics
  - Quick Orders and Packages
  - Using Saved Carts
  - Checking Out

# Target Audience

- ▶ This training is focused on teaching users who will be using TNSmartShop for day to day purchasing.
- ▶ This training assumes that the user has a basic knowledge of current purchasing processes and policies.

# Navigating to TNSmartShop

- For Edison Users (once logged into Edison):
  - Follow the navigation provided below:
    - FSCM->eProcurement->Create Requisition
  - After entering the information on tab 1. Define Requisition continue to tab 2. Add Items and Services.
  - Click on the web tab and then click on the TNSmartShop link.

The screenshot shows the 'Create Requisition' interface. At the top, there are two tabs: '1. Define Requisition' (active) and '2. Add Items and Services'. Below the tabs, there is a search bar and a row of navigation buttons: 'Catalog', 'Favorites', 'Templates', 'Services', 'Forms', 'Web' (highlighted), and 'Special Request'. Below the 'Web' button, there is a table with three columns: 'Logo', 'Merchant', and 'Description'. The table contains one entry for 'TNSmartShop', where the 'Logo' column shows the TNSmartShop logo and the 'Merchant' column contains a link labeled 'TNSmartShop' which is highlighted with a red rectangle. The 'Description' column contains the text 'TNSmartShop'.

Logo	Merchant	Description
	<a href="#">TNSmartShop</a>	TNSmartShop

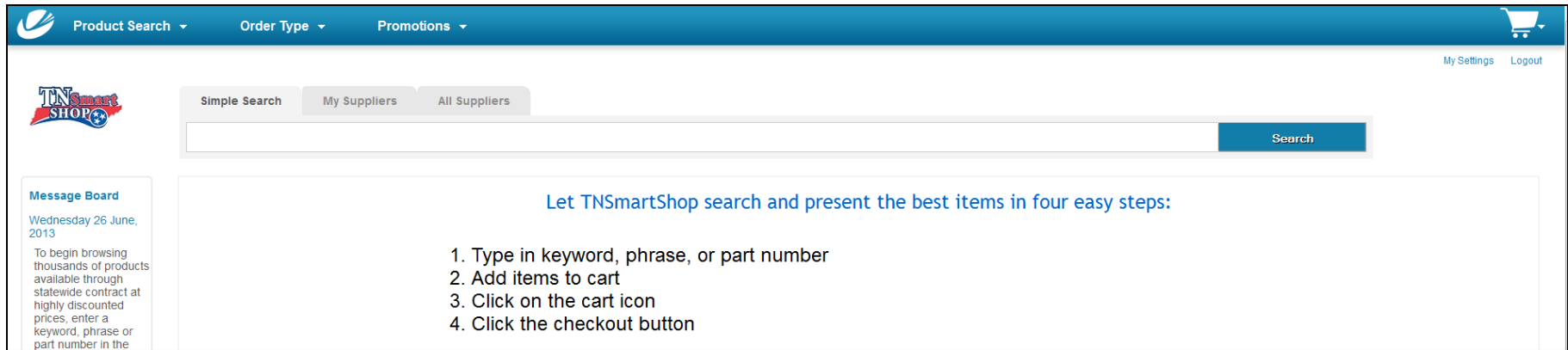
# Navigating to TNSmartShop

## ➤ For Local Entity Users:

- Click on the provided link:  
<http://tn.vinimaya.com/vmkt61/vslogin.do?companyid=STTN>
- Login in using the User ID and Password you received when you registered.



# Homescreen



- ▶ TNSmartShop is similar to online shopping.
- ▶ The main screen is used for searching, and items can be searched for by keyword, supplier part number, manufacturer part number, or Edison Item ID.
- ▶ Along the top of the screen are additional features including: product search, order type, promotions, and your cart.



# Custom Messaging

- ▶ System administrators can present information relevant to you in the Message board along the left side of the screen, or in the area below the search bar.

## Security Warning Banner

This system is for use by authorized personnel only. Individuals accessing this system are authorized to perform only those tasks and/or administrative actions.

Any information, including personal information, on this computer system may be monitored. Anyone using this system expressly consents to such monitoring and **SHOULD** not use the system for any unauthorized purposes.

## Message Board

Wednesday 26 June, 2013

To begin browsing thousands of products available through statewide contract at highly discounted prices, enter a keyword, phrase or part number in the search field.

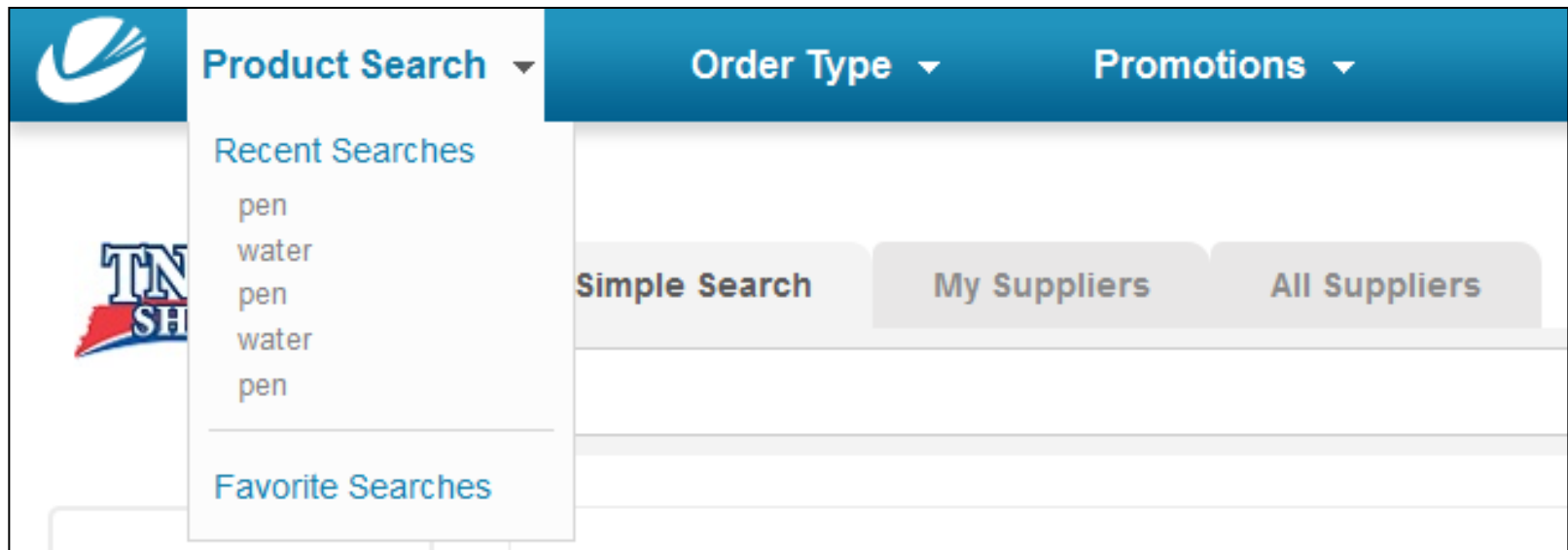
New vendors and products will be added each week, as we strive to develop TNSmartShop into a dynamic, comprehensive catalog and purchasing tool for Tennessee local government.



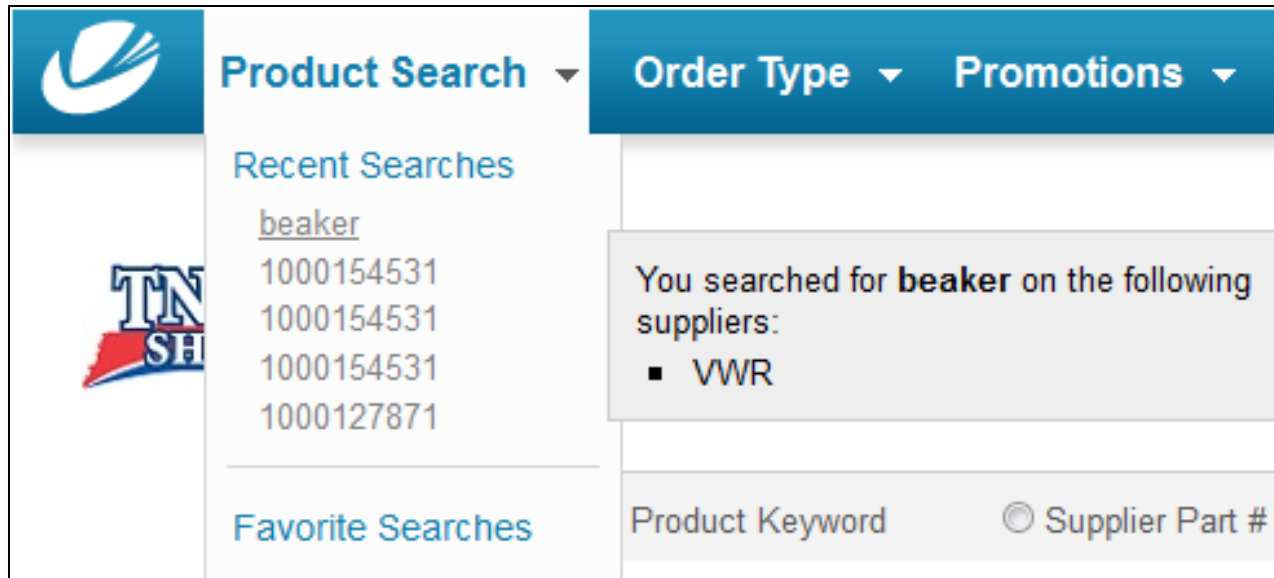


# Product Search Dropdown


- This dropdown shows your recent searches as well as your favorite saved searches.
- You can click on any of the searches to run them.



# Product Search Dropdown

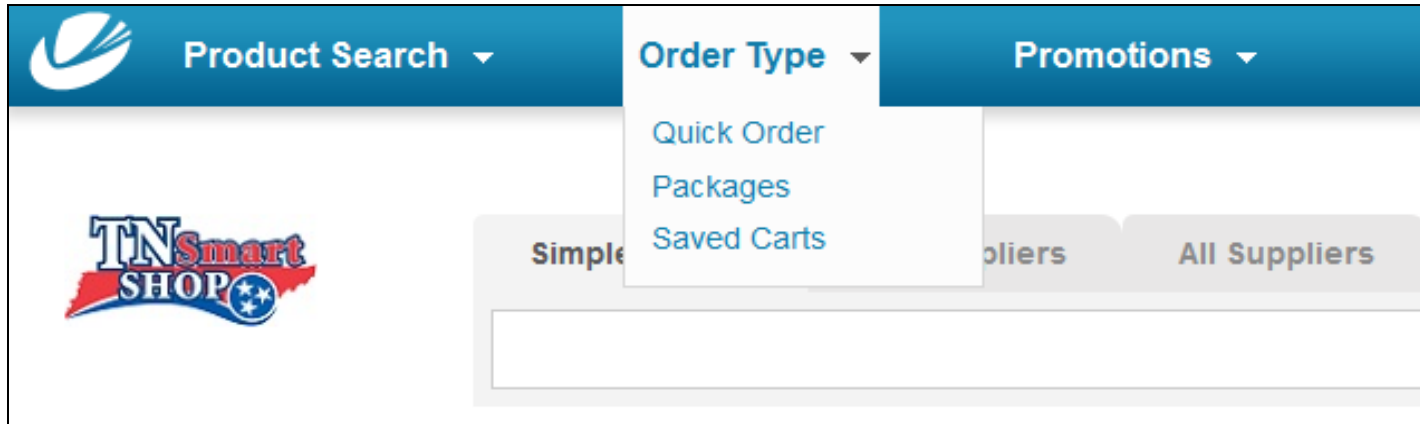


The screenshot shows a web interface with a blue header bar containing a logo on the left and three dropdown menus: 'Product Search', 'Order Type', and 'Promotions'. The 'Product Search' dropdown is open, displaying a list of 'Recent Searches' with the text 'beaker' highlighted. Below this list is a section for 'Favorite Searches'. A tooltip is visible over the 'beaker' search entry, stating 'You searched for beaker on the following suppliers:' followed by a bulleted list containing 'VWR'. At the bottom of the dropdown menu, there are two radio buttons: 'Product Keyword' (selected) and 'Supplier Part #'.

Product Search		Order Type	Promotions
	Recent Searches	<div>You searched for <b>beaker</b> on the following suppliers:</div> <ul style="list-style-type: none"><li>■ VWR</li></ul>	
	<u>beaker</u> 1000154531 1000154531 1000154531 1000127871		
Favorite Searches		Product Keyword <input checked="" type="radio"/> Supplier Part # <input type="radio"/>	

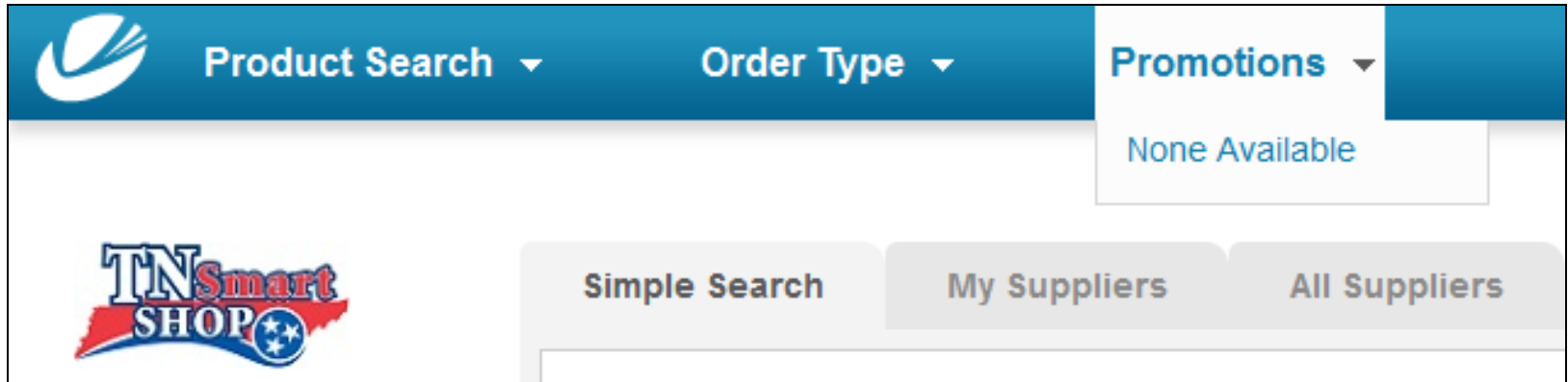
- If you hover over any of the recent searches, you will see which suppliers have been used in the same search.

# Order Type Dropdown



- ▶ This dropdown gives you access to Quick Orders, Packages, and your Saved Carts.
- ▶ These functions give you additional ordering options when you know exactly what you want, or order the same thing multiple times.

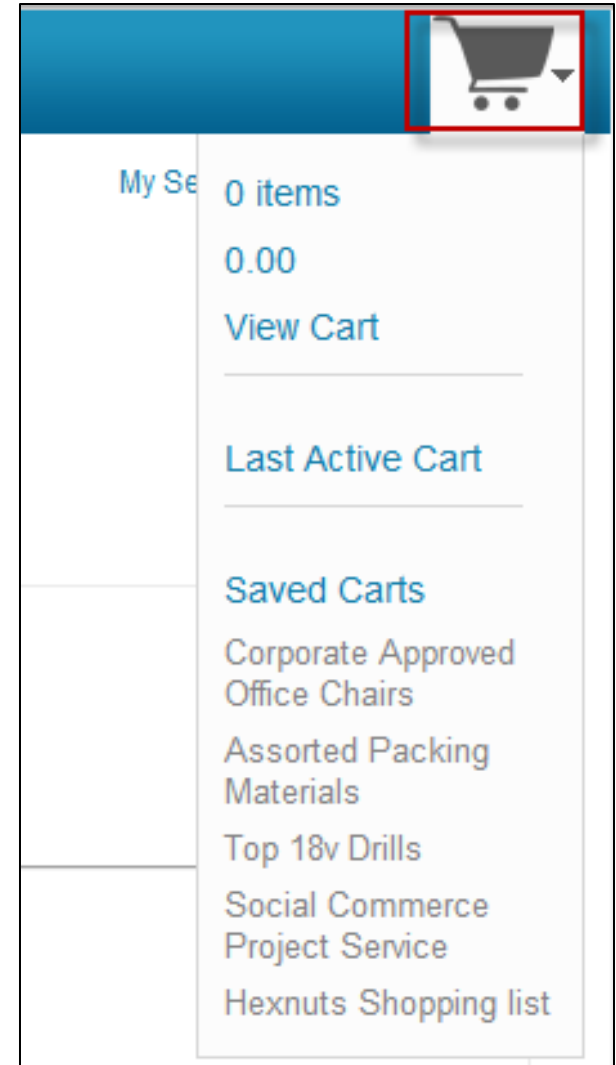
# Promotions Dropdown



- This dropdown is set by system administrators and will contain any specials offers/sales that your suppliers may be offering.

# Shopping Cart Icon

- ▶ The Shopping Cart Icon is where your items are stored as you shop.
- ▶ You can also see your last active cart, which is the last cart you checked out.
- ▶ You can see any shopping carts that you have saved. Saved carts can be used to quickly reorder items that are frequently bought.



# My Settings Page

- Your settings page allows you to set the search types you would like to see, as well as set other menu items.
- Most of the time there is no need to change your settings, but if you perform a specific type of search all the time, it may be helpful to remove unneeded options.

## Preference

### Search Types

☒ Product Keyword    ☒ Supplier Part #    ☒ Manufacturer Part #    ☒ Buyer Part #    ☒ UNSPSC    ☒ Search Internal Catalogs

### Menu Settings

☒ e-Forms    ☒ Quick Order    ☒ Favorites    ☒ Packages    ☒ Saved Carts    ☒ vQuote    ☒ vAnalytics

### Default Settings

Default Search Type:  ▼

Default Search Results View:  ▼

Default Language :  ▼

# Search Tabs

The Search Tabs offer 3 search options:

- **Simple Search** will intelligently search based on past search results
- **My Suppliers** is a customizable list of suppliers relevant to the user.
- **All Suppliers** lists all the suppliers available to the user.

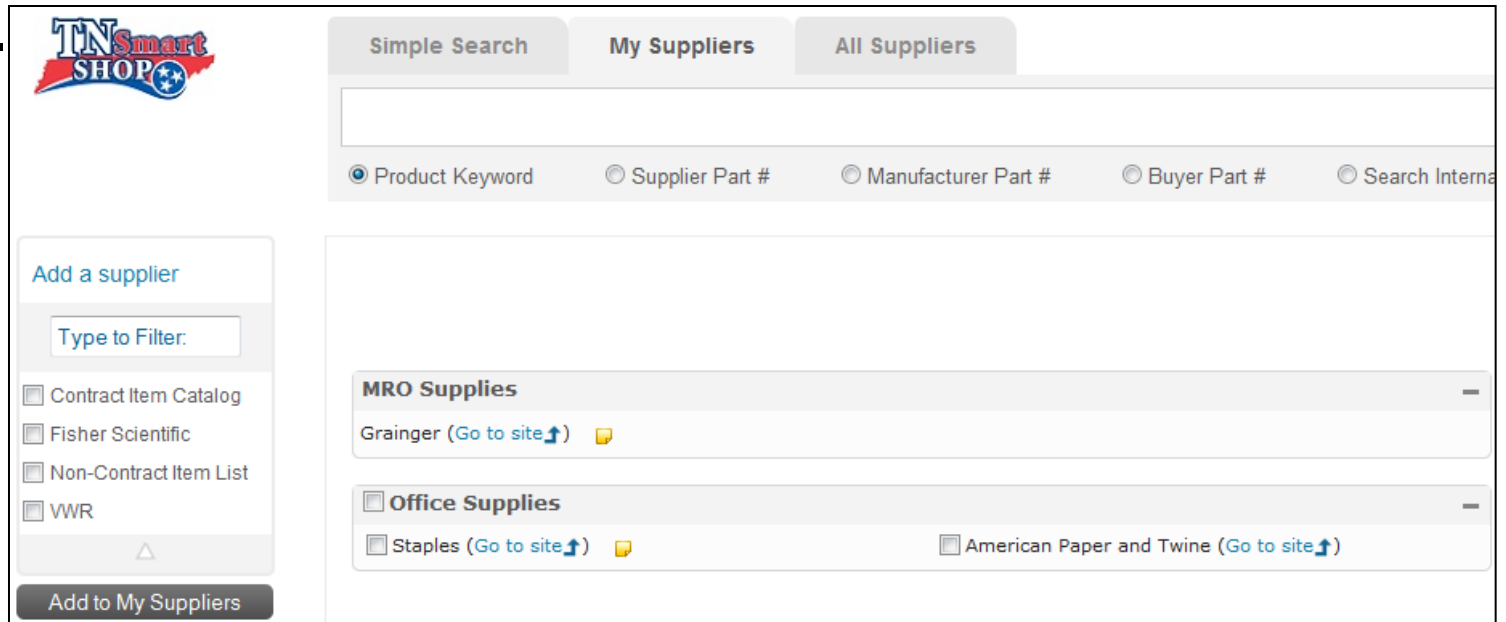
If having difficulty using Simple Search, My Supplier and All Suppliers may be more effective.

Simple Search	My Suppliers	All Suppliers
<input type="text"/>		



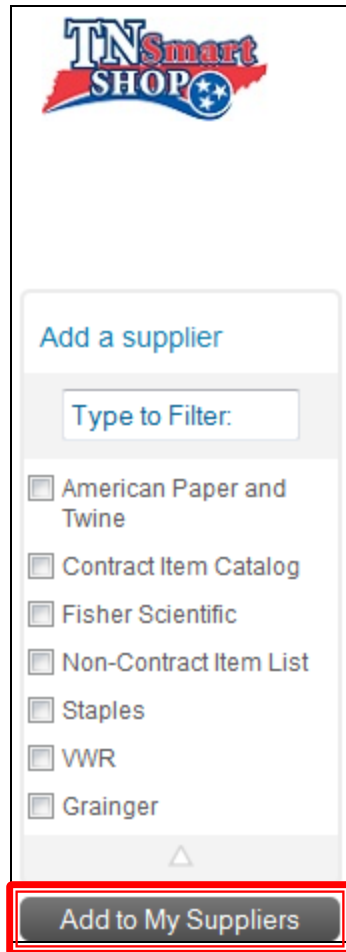
# My Suppliers Tab

- The My Suppliers tab is the place where you can organize your suppliers.
- The supplier groupings can be dragged and dropped so that your most commonly used categories can be listed first.
- Clicking edit list will allow you to delete suppliers you do not use.



The screenshot displays the 'My Suppliers' tab in the TN Smart SHOP system. The interface includes a search bar at the top with tabs for 'Simple Search', 'My Suppliers' (selected), and 'All Suppliers'. Below the search bar are radio buttons for search criteria: 'Product Keyword' (selected), 'Supplier Part #', 'Manufacturer Part #', 'Buyer Part #', and 'Search Internal'. On the left side, there is a sidebar with the 'Add a supplier' section, which includes a 'Type to Filter:' input field and a list of categories: 'Contract Item Catalog', 'Fisher Scientific', 'Non-Contract Item List', and 'VWR'. At the bottom of the sidebar is an 'Add to My Suppliers' button. The main content area shows two supplier categories: 'MRO Supplies' and 'Office Supplies'. Under 'MRO Supplies', there is a supplier 'Grainger' with a 'Go to site' link and a yellow icon. Under 'Office Supplies', there are two suppliers: 'Staples' and 'American Paper and Twine', both with 'Go to site' links and yellow icons.

# My Suppliers Tab –Add a supplier



The screenshot shows a mobile application interface for 'TN Smart SHOP'. At the top is the logo. Below it is a section titled 'Add a supplier' in blue text. Under this title is a search bar with the placeholder text 'Type to Filter:'. Below the search bar is a list of suppliers, each with a checkbox and a name: American Paper and Twine, Contract Item Catalog, Fisher Scientific, Non-Contract Item List, Staples, VWR, and Grainger. At the bottom of the list is a red button with the text 'Add to My Suppliers'.

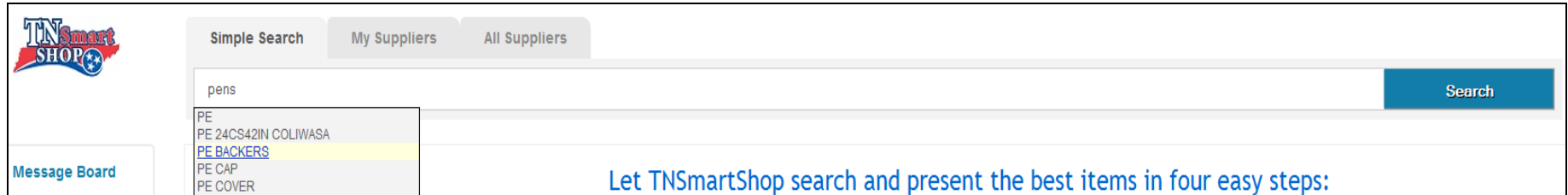
- ▶ The supplier must be added to the main My Suppliers screen first.
- ▶ On the left side of the My Suppliers tab, you will see the add a supplier list.
- ▶ This list will contain any suppliers not currently listed in your screen.
- ▶ To add a supplier, click in the checkbox next to the supplier and click “Add to My Suppliers”.

# All Suppliers Tab

The screenshot shows the 'All Suppliers' tab selected. At the top, there are three tabs: 'Simple Search', 'My Suppliers', and 'All Suppliers'. Below the tabs is a search bar. Under the search bar, there are five radio buttons for search types: 'Product Keyword' (selected), 'Supplier Part #', 'Manufacturer Part #', 'Buyer Part #', and 'Search Internal Catalogs'. Below the search types, there are two columns. The left column is titled 'Select a Category.' and contains a 'Type to Filter:' input field, a 'Reset' button, and a list of categories with checkboxes: 'All', 'Item Master Catalogs', 'Laboratory Supplies', 'MRO Supplies', and 'Office Supplies'. The right column is titled 'Select a Supplier.' and contains a 'Type to Filter:' input field, a 'Reset' button, and a list of suppliers with checkboxes: 'All', 'American Paper and Twine (Go to site↑)', 'Contract Item Catalog', 'Fisher Scientific (Go to site↑)', and 'Grainger (Go to site↑)'. Each supplier entry also has a small yellow icon.

- ▶ To use the All Supplier tab follow the steps below:
  1. Select the search type.
  2. Select either the category(ies) and/or the supplier(s) you would like to search against. If you select a Category, all suppliers mapped to that category will be selected.
  3. Type in your search term and click Search.
- To use the All Supplier tab follow the steps below:
  - ▶ Please note that the more suppliers you select the longer it will take to finish the search.

# Searching







The screenshot shows the TNSmartShop website's search bar. The logo is in the top left. Navigation tabs include 'Simple Search' (selected), 'My Suppliers', and 'All Suppliers'. A 'Message Board' link is on the left. The search input field contains the text 'pens'. A dropdown menu is open, showing suggestions: 'PE', 'PE 24CS42IN COLIWASA', 'PE BACKERS' (highlighted), 'PE CAP', and 'PE COVER'. A blue 'Search' button is to the right of the input field. Below the search bar, a blue banner reads: 'Let TNSmartShop search and present the best items in four easy steps:'.

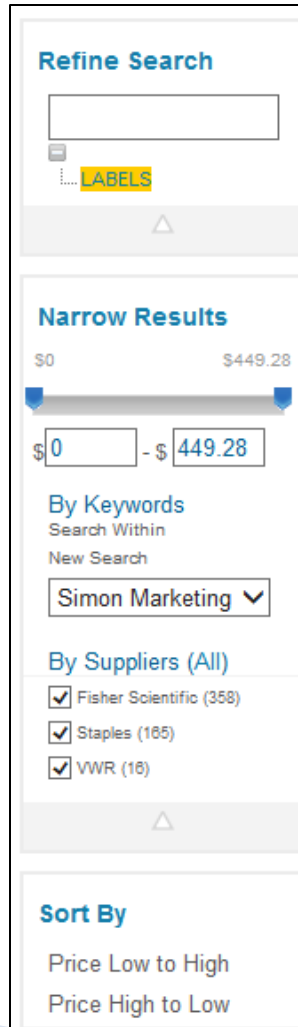
- Start by typing what you are looking for in the search box.
- As you type, the MarketPlace will show you items that it has found in previous searches.
- You can click on any of the search terms in the drop down box to auto-fill the search box.
- Once you have the search term you want, click the search button

# Searching

- Searching in any of the Tabs will return results that look like the screen below.
- From the results you can perform multiple actions to help you filter the results or find more information on the items returned.

Showing 1 - 20 of 568   20 per page   1 2 3 4 5... Next	
Product	
<input type="checkbox"/>	<div><p><b>Staples® Anchor Pen Refill, Black</b> Supplier: Staples Mfg #: 31642CC Supplier Part #: 650531 UOM : 1 EA</p></div>
<input type="checkbox"/>	<div><p><b>Light Meter Pen</b> Supplier: Fisher Scientific Mfg #: 3247 Supplier Part #: 15078189 UOM : 1 EA</p></div>
<input type="checkbox"/>	<div><p><b>Wet surface pen; Black</b> Supplier: Fisher Scientific Mfg #: F13382-0000 Supplier Part #: 03422600 UOM : 1 EA</p></div>
<input type="checkbox"/>	<div><p><b>Cryo Marker Pen Set; Black</b> Supplier: Fisher Scientific Mfg #: 4000222 Supplier Part #: 11679117 UOM : 1 EA</p></div>

# Filtering Search Results



The image shows a vertical sidebar for refining search results. It is divided into several sections: 'Refine Search' with a text input field and a 'LABELS' button; 'Narrow Results' with a price range slider from \$0 to \$449.28 and input fields for '\$0' and '\$449.28'; 'By Keywords' with a dropdown menu showing 'Simon Marketing'; 'By Suppliers (All)' with three checked checkboxes for 'Fisher Scientific (358)', 'Staples (165)', and 'VWR (16)'; and 'Sort By' with two options: 'Price Low to High' and 'Price High to Low'.

**Refine Search**

**LABELS**

**Narrow Results**

\$0 \$449.28

\$0 - \$449.28

**By Keywords**  
Search Within  
New Search  
Simon Marketing

**By Suppliers (All)**

☒ Fisher Scientific (358)  
☒ Staples (165)  
☒ VWR (16)

**Sort By**




Price Low to High  
Price High to Low

- ▶ On the left sidebar you can filter the search results.
- ▶ You can add more search terms in the Refine Search box.
- ▶ You can filter by price or suppliers in the Narrow Results box.
- ▶ You can also sort prices low to high, or high to low.
- ▶ The filters are reversible and can be changed.

# Filtered Search Results Example

- ▶ In this example, the initial search was for gloves, and was then filtered down by the additional search terms medium and premium.
- ▶ Clicking on gloves would return the list to the original search results.

The screenshot displays a web-based search interface. On the left, a 'Refine Search' sidebar contains a search bar and a list of filters: 'gloves' (highlighted with a red box), 'medium', and 'premium' (highlighted with a yellow box). Below this, the 'Narrow Results' section shows a price range from \$40.26 to \$1089.46, with input fields for '\$40.26' and '\$1089.46'. It also includes a 'By Keywords' section with a dropdown set to 'Medium' and a 'By Suppliers (All)' section with checkboxes for 'Fisher Scientific (6)' and 'VWR (0)'. The main content area on the right features a 'Compare' button, a pagination bar showing 'Showing 1 - 6 of 6 | 20 per page | 1', and a table of product results. The table has three rows, each with a checkbox, a product image, a title, and a line of descriptive text including supplier, manufacturer, part number, and unit of measure.

Product	
<input type="checkbox"/>	<div><b>Premium Grade; Size: Medium</b> Supplier: Fisher Scientific Mfg: Mfg #: Supplier Part #: 19-042-127 UOM : 1 CS</div>
<input type="checkbox"/>	<div><b>Premium Grade; Size: Medium</b> Supplier: Fisher Scientific Mfg: Mfg #: Supplier Part #: 19-042-127 UOM : 1 DZ</div>
<input type="checkbox"/>	<div><b>Premium grade; Safety cuff; Medium; Green</b> Supplier: Fisher Scientific Mfg: Mfg #: Supplier Part #: 19-067-906 UOM : 1 CS</div>



# Saving a Search to Favorites

- ▶ If you expect to perform the same search often, you can save your search and filter options as a Favorite for reuse at a later time.
- ▶ Once you have your search and filters set, click the Save as Favorite button.

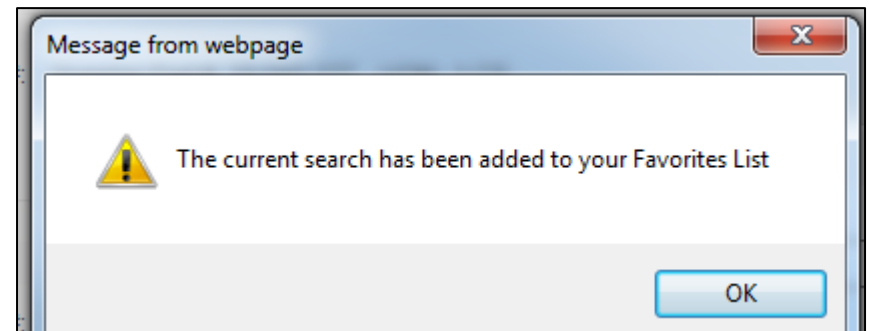
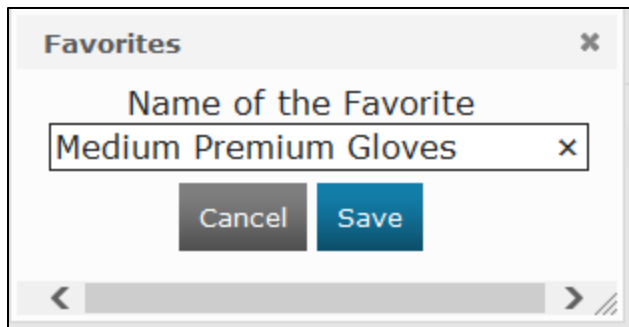
Showing 1 - 20 of 568 | 20 per page | 1 2 3 4 5... Next

Add to Cart Save as Favorite Export

Product	Price	Add To Cart
 <b>Staples® Anchor Pen Refill, Black</b> Supplier: Staples Mfg #: 31642CC Supplier Part #: 650531 UOM : 1 EA	\$0.21	Quantity <input type="text"/> <a href="#">Add to Cart</a>
 <b>Light Meter Pen</b> Supplier: Fisher Scientific Mfg #: 3247 Supplier Part #: 15078189 UOM : 1 EA	\$74.60	Quantity <input type="text"/> <a href="#">Add to Cart</a>






# Saving a Search to Favorites

- ▶ After you click the Save as Favorites button, a box will pop up to allow you to name the search.
- ▶ After clicking Save, a confirmation dialog will pop up confirming that the search has been added to your list of favorites.





# Comparing Items

- ▶ You can compare items either by dragging the item image up to one of the blank compare boxes, or by checking the box next to an item and then clicking the compare button.



Compare


Showing 1 - 16 of 16 | 20 ▼ per page | 1

Product	
<input checked="" type="checkbox"/>	<div><div>VWRGLOVECRYOGWATERPRFWLSM</div><div>Supplier: VWR Mfg: VWR Mfg #: Supplier Part #: 97008-228 UOM : 1 EA</div></div>
<input checked="" type="checkbox"/>	<div><div>VWRGLOVECRYOGENICWRISTMD</div><div>Supplier: VWR Mfg: VWR Mfg #: Supplier Part #: 97008-198 UOM : 1 EA</div></div>

# Comparing Items

- ▶ Comparing items will show more details about each item so you can more closely examine the differences between the items.
- ▶ You can click Add to cart, or return to your search results.

☐



**VWRGLOVECRYOGWATERPRF**


**\$60.90**  
**Supplier: VWR**  
**Mfg:VWR**  
**Product Options:**

Multi-layer, insulated gloves are designed to protect hands and arms from the hazards of working with cryogenic materials. They are lightweight, flexible, and durable. They can be worn for extended periods of time, as they are extremely warm and allow for dexterity when working in temperatures as low as  $-196^{\circ}\text{C}$ . Water-resistant and waterproof gloves feature two layers of insulation material bonded together at the edges

Quantity

Add To Cart

☐



**VWRGLOVECRYOGENICWRIST**

**\$56.09**  
**Supplier: VWR**  
**Mfg:VWR**  
**Product Options:**

Multi-layer, insulated gloves are designed to protect hands and arms from the hazards of working with cryogenic materials. They are lightweight, flexible, and durable. They can be worn for extended periods of time, as they are extremely warm and allow for dexterity when working in temperatures as low as  $-196^{\circ}\text{C}$ . Water-resistant and waterproof gloves feature two layers of insulation material bonded together at the edges

Quantity

Add To Cart

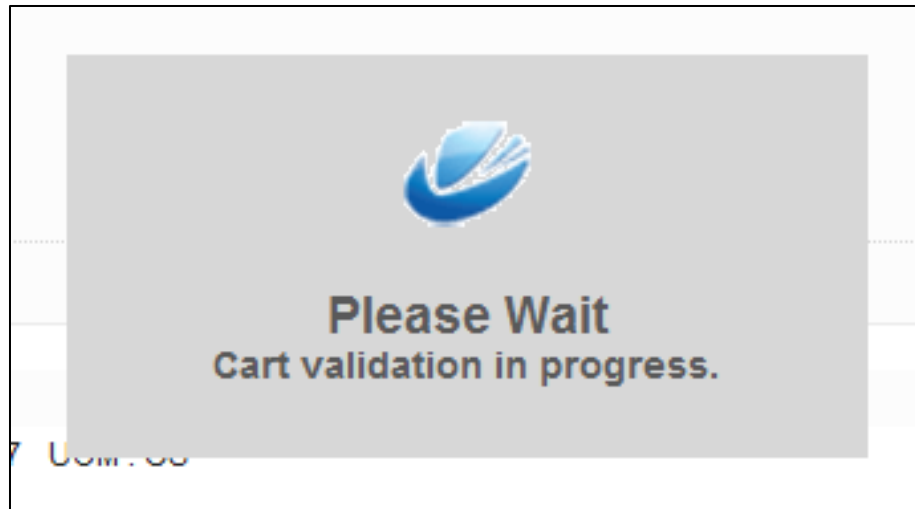
# Adding Items To Your Cart

- ▶ To add an item to your shopping cart, you put the quantity you would like in the quantity field and then click the Add to Cart button next to the item.
- ▶ If you would like to add multiple items, enter your desired quantities for each item and then click the brown Add to Cart button at the top of the search results.

			Add to Cart	Save as Favorite	Export
Showing 1 - 20 of 568   20 per page   1 2 3 4 5... Next					
Product	Price		Add To Cart		
 <b>Staples® Anchor Pen Refill, Black</b> Supplier: Staples Mfg #: 31642CC Supplier Part #: 650531 UOM : 1 EA	\$0.21		Quantity <input type="text"/>	Add to Cart	
 <b>Light Meter Pen</b> Supplier: Fisher Scientific Mfg #: 3247 Supplier Part #: 15078189 UOM : 1 EA	\$74.60		Quantity <input type="text"/>	Add to Cart	

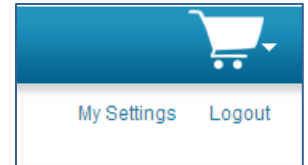
# Cart Validation

- ▶ When you add an item to the cart, pricing and item information is verified in the system. You will see the message below when you add an item to your cart.



# Adding Items to Your Cart

- ▶ Once you click Add to Cart, the screen will refresh and provide you with a confirmation that the Items have been added to your Shopping Cart.
- ▶ The message also provides a link to your shopping cart if you are done shopping.
- ▶ Click on the link, or by click on the Shopping Cart icon to go to your shopping cart.



Simple Search My Suppliers All Suppliers

Search

Item(s) successfully added to cart. ([Click here to view your cart](#))

☐

☐

☐

☐

☐

Compare

Showing 1 - 6 of 6 | 

20

 per page | 1

Switch to Condensed View

Add to Cart

Save as Favorite

Export



# Checking Out



- ▶ You can update quantities or remove items if needed.
- ▶ You can run another search to keep shopping.
- ▶ You may also save the cart for future use.

[Simple Search](#) [My Suppliers](#) [All Suppliers](#)

Search

[Save Cart](#) [Compare](#) [Export](#)

[Remove All](#) [Continue Shopping](#) [Update Cart](#) [Checkout](#)

Product	Price	Extended Total	Update Cart
Your Cart Total is \$1,255.99			
<input type="checkbox"/>  <b>Premium Grade; Size: Medium</b> Supplier Name: Fisher Scientific Mfg: Mfg #: Supplier Part #:19-042-127 UOM :CS	\$1,089.46	\$1,089.46	<div>Quantity <input type="text" value="1"/></div> <div>Remove</div>
<input type="checkbox"/>  <b>Premium Grade; Size: Medium</b> Supplier Name: Fisher Scientific Mfg: Mfg #: Supplier Part #:19-042-127 UOM :DZ	\$166.53	\$166.53	<div>Quantity <input type="text" value="1"/></div> <div>Remove</div>
Your Cart Total is \$1,255.99			

# Checking out

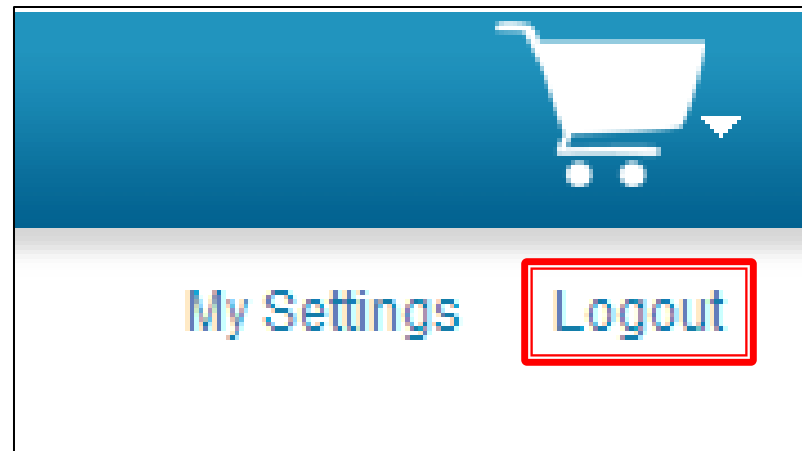
- ▶ If you are a user who came into TNSmartShop from your ERP/eProcurement system, you will be returned to the Edison Requisition screen to complete the Requisition process. Process the requisition as in the past. Add Chartfield and Shipto Information, Budget Check and Submit. The PO(s) will be automatically dispatched after approvals are completed.
- ▶ If you logged directly into TNSmartShop with a username and password, when you click checkout an Excel file will be created with your shopping cart items so you can follow your normal ordering process. You will be logged out and returned to the log in screen.

Excel file example:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Line	Product Image	Description	Selected Options	Supplier Name	Part Number	Price	Currency	Contract Type	Unit	Qty	Total
2	1		Sedan, Intermediate, Flex Fuel		Sam Swope Auto Group LLC	DODGE AVENGER	\$0.00	USD	NONE ~ 00000000000000000000035437	1 EA	1	\$0.00
3									Total	\$0.00		

# Log Out without Checking Out

- ▶ To log out without a Cart Check out, click the Logout link.
- ▶ For Edison users, clicking Logout will return you to the Requisition.
- ▶ For Other users, clicking Logout will return you to the log-in Screen.



# Saving a Cart

- ▶ Clicking on the Save Cart button will bring up the Save Cart screen.
- ▶ Enter a cart name and description.
- ▶ You will have the choice of adding the items to an existing cart or to create a new cart. If you are adding to an existing cart, you will need to know the cart's name.

Add To Existing Saved Cart

Save Cart



Add to Saved Cart

Cart Name:

Medium Premium Gloves

Cart Description:

Gloves used in warehouse by pickers

Line	Product Image	Description	Supplier Name	Part Number	Price	Unit	Qty	Total
1		Premium Grade; Size: Medium	Fisher Scientific	19-042-127	\$1,089.46	1 CS	1	\$1,089.46
2		Premium Grade; Size: Medium	Fisher Scientific	19-042-127	\$166.53	1 DZ	1	\$166.53

Total : \$1,255.99



# Saving a Cart

- ▶ Once you click to save the cart, you will see a message showing that your cart saved successfully.
- ▶ At this point you are free to checkout or perform more searches.

[Save Cart](#) [Compare](#) [Export](#)

[Remove All](#) [Continue Shopping](#) [Update Cart](#) [Checkout](#)

**Cart Saved Successfully**

Product	Price	Extended Total	Update Cart
Your Cart Total is \$1,255.99			
<input type="checkbox"/>  <b>Premium Grade; Size: Medium</b> Supplier Name: Fisher Scientific   Mfg:   Mfg #:   Supplier Part #:19-042-127   UOM :CS	\$1,089.46	\$1,089.46	Quantity <input type="text" value="1"/> <a href="#">Remove</a>
<input type="checkbox"/>  <b>Premium Grade; Size: Medium</b> Supplier Name: Fisher Scientific   Mfg:   Mfg #:   Supplier Part #:19-042-127   UOM :DZ	\$166.53	\$166.53	Quantity <input type="text" value="1"/> <a href="#">Remove</a>
Your Cart Total is \$1,255.99			

# My Supplier Search

- ▶ The My Supplier Search requires you to select the suppliers you would like to search against, as well as the type of search you would like to perform.
- ▶ In the example below, 3 suppliers have been selected and a keyword search will be performed.

The screenshot displays the 'My Suppliers' tab in a search interface. The search bar contains the text 'lab'. A dropdown menu is open, showing a list of suggestions: LABELS, LABOR, LABEL, LABEL HOLDER FASTENER, LABEL HOLDER SPRING, LABEL USB FLASH, LABOR, MAINTENANCE AND SHIPMENT, LABOR, MAINTENANCE, LABELING KIT, LABOR RATE NON METRO AREAS, LABOR-SHELVING-INST1, LABOR-SHELVING-INST2, and LABOR-SHELVING-DESG. Below the search bar, there are three radio buttons: 'part #', 'Manufacturer Part #', and 'Buyer Part #'. To the right of these buttons is a link 'Search Internal Catalog'. Below the search bar, there are three checkboxes: 'VWR (Go to site.)', 'Fisher Scientific (Go to site.)', and 'Office Supplies'. The 'Office Supplies' checkbox is checked. Below the 'Office Supplies' checkbox, there is a checkbox for 'Staples' which is also checked.

# Supplier Notes

- ▶ If your supplier has the yellow note pad icon next to it, it contains additional information.
- ▶ Clicking on the icon will reveal information such as contact information and a link to a contract that has been stored for this supplier.

The screenshot shows a web interface for selecting suppliers. It has two main sections: 'Laboratory Supplies' and 'Office Supplies'. Under 'Laboratory Supplies', there are two checked items: 'VWR (Go to site)' and 'Fisher Scientific'. The 'VWR' item has a yellow notepad icon next to it. Under 'Office Supplies', there is one checked item: 'Staples', which also has a yellow notepad icon. A pop-up window is open over the 'VWR' item, displaying the following information:

- Vendor Name: VWR International
- Statewide: SWC 563, Laboratory Supplies NASPO Co-op
- Contract: 448
- Vendor Contact: Stephanie Patton or Keith Lewis
- Phone: Main Office: 800.932.5000
- Stephanie: 615.870.2898
- Keith: 919.449.7627
- Email: Stephanie\_patton@vwr.com or Keith\_lewis@vwr.com
- [VWR Contract](#)



# All Supplier Search

- ▶ The All Supplier Search requires you to select the suppliers you would like to search against, as well as the type of search you would like to perform.
- ▶ In the example below, 2 suppliers have been selected and a keyword search will be performed.

Simple Search

My Suppliers

All Suppliers

gloves

Search

☒ Product Keyword☐ Supplier Part #☐ Manufacturer Part #☐ Buyer Part #☐ Search Internal Catalogs

Select a Category.

Type to Filter:




Reset

☐ All☐ Item Master Catalogs☐ Laboratory Supplies☒ MRO Supplies☐ Office Supplies





Select a Supplier.

Type to Filter:

Reset

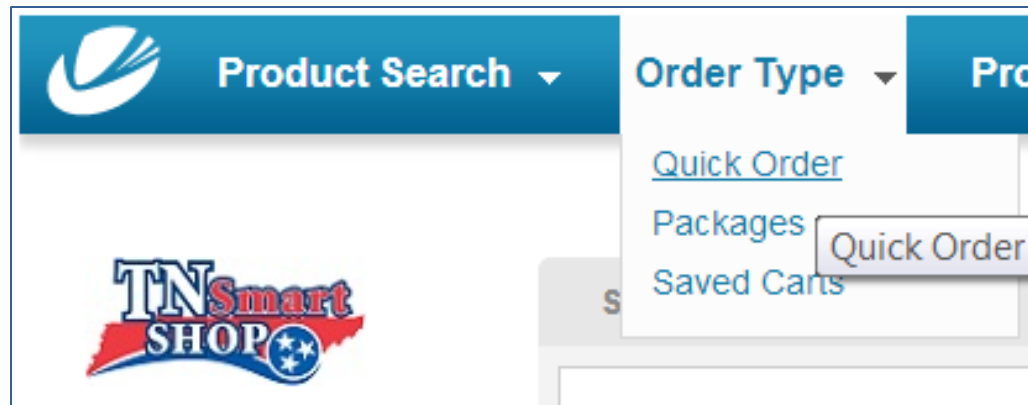
☒ All☒ Fisher Scientific (Go to site.↑) ☒ Grainger (Go to site.↑) ☒ VWR (Go to site.↑) 

Select Within

Fisher Scientific (Go to site.↑)   
VWR (Go to site.↑) 

# Quick Orders

- Quick Orders are used when you want to order a number of items from the same supplier and you know the exact part numbers.
- To access Quick Orders, Go to the Order Type menu and select Quick Order.
- Keywords cannot be used on Quick Orders.



# Quick Orders

- Quick Orders can be used one time, or you can create a personal list for repeat orders.

### Personal List

You can select items to add from the Personal List below or create a new Personal List.

Select from List ▼

New List Name

Add to Personal List

### Quick Order

Supplier ▼

Search Types ▼

Select the supplier name and search type from the lists above and paste the contents in the format below

Enter one item per line:  
Qty [TAB or comma] Item #  
Example: 30 3VK17 or Example: 20,1A123

Add to Order

Clear Form

Qty	Item #
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Add to Order

Clear Form

Add More Rows

# Quick Orders

- Personal Lists can either be created on the quick order screen, or after a Quick Order has been run.
- To create one on the Quick order screen:
  - Give the Personal List a name
  - Select the supplier and search type
  - Enter the items and quantities you would like in the list
  - Click the Add to Personal List Button
- You will now see your Personal List in the drop down box. This List will auto-populate the Quick Order form.

**Personal List**

You can select items to add from the Personal List below or create a new P

Select from List ▼ Paper Shredders **Add to Personal List**

---

**Quick Order**

Staples ▼ Supplier Part # ▼

Select the supplier name and search type from the lists above and paste th

Enter one item per line:  
Qty [TAB or comma] Item #  
Example: 30 3VK17 or Example: 20,1A123

1,770664  
1,HSM1854M  
4,946195  
5,365960

↑  
↓

**Add to Order** **Clear Form**

# Quick Orders

- To enter a Quick Order select the supplier then select the search type.
- Enter your items and quantities in the search box per the instructions.
- Click the Add to Order button.

### Quick Order

Staples

Supplier Part #

Select the supplier name and search type from the lists above and paste

Enter one item per line:  
Qty [TAB or comma] Item #  
Example: 30 3VK17 or Example: 20,1A123

1,770664  
1,HSM1854M  
4,946195  
5,365960

Add to Order

Clear Form

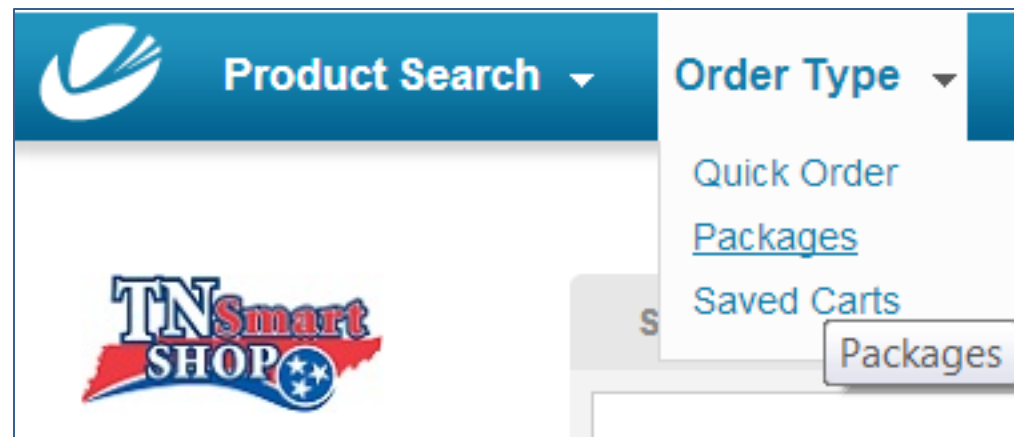
# Quick Order – Results

- Your search results will be brought back and you can quickly add the items to your shopping cart by clicking the Add all items to Cart button.

				Duplicate item(s)	Add to Personal List	Add Selected Item(s) to Cart	Add All Item(s) to Cart
Product				Price	Add To Cart		
<input type="checkbox"/>	HSM Shredstar C680 Micro-Cut Shredder, 6-7 Sheet Capacity				\$158.44	Quantity <input type="text" value="5"/>	
	Supplier: Staples   Mfg:HSM of America   Mfg #: C680   Supplier Part #: 365960   UOM :EA						
<input type="checkbox"/>	Fellowes Powershred 73Ci Cross-Cut Shredder, 12-sheets				\$268.11	Quantity <input type="text" value="4"/>	
	Supplier: Staples   Mfg:Fellowes   Mfg #: 4601001   Supplier Part #: 946195   UOM :EA						
<input type="checkbox"/>	HSM Securio P36 L6 OMDD High Security Paper Shredder				\$8,025.00	Quantity <input type="text" value="1"/>	
	Supplier: Staples   Mfg:HSM of America   Mfg #: HSM1854M   Supplier Part #: HSM1854M   UOM :EA						
<input type="checkbox"/>	HSM 105.3 Strip-Cut Shredders, 22-24 Sheet Capacity				\$972.75	Quantity <input type="text" value="1"/>	
	Supplier: Staples   Mfg:HSM of America   Mfg #: 105.3 WG   Supplier Part #: 770664   UOM :EA						

# Packages

- Packages are setup by Buyers to provide users with a pre-populated list of items.
- Sometimes the lists are non-editable and must be purchased together, others are a list of preferred choices and the user may select the best option(s) from the list.
- Not all entities use the packages feature.






# Packages

- In this example, there is a shredder package setup by the Buyer.
- Clicking on the Package name will show the contents of the package, allowing the user to pick items to add to their cart (if allowed).
- Clicking on the Cart Icon will add all items to the user's shopping cart.

## Package List

Click on the Package name to view its contents.

[Filter](#)[Show All](#)

Line	Package Name 	Package Owner	Creation Date	Package Description	Action
1	<a href="#">Shredders</a>	buyer	03-05-2013	new office setup - shredders	 



# Packages

- After clicking on the package name, the package items are shown.
- In this example the user has the ability to add any or all of the items to their shopping cart.





Add Selected Item(s) to Cart

Add All Item(s) to Cart

Export to Excel

Package

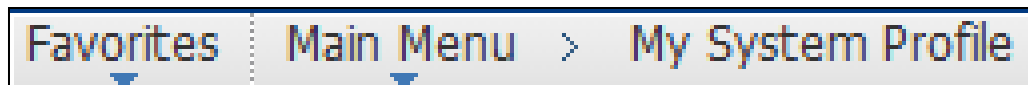
Package > Shredders

Select	Product Image	Description	Supplier Name	Part Number	Price	Unit	Qty	Total
<input type="checkbox"/>		Package - Shredders: HSM Shredstar C680 Micro-Cut Shredder, 6-7 Sheet Capacity	Staples	365960	\$158.44	1 EA	5	\$792.20
<input type="checkbox"/>		Package - Shredders: Fellowes Powershred 73Ci Cross-Cut Shredder, 12-sheets	Staples	946195	\$268.11	1 EA	4	\$1,072.44
<input type="checkbox"/>		Package - Shredders: HSM Securio P36 L6 OMDD High Security Paper Shredder	Staples	HSM1854M	\$8,025.00	1 EA	1	\$8,025.00
<input type="checkbox"/>		Package - Shredders: HSM 105.3 Strip-Cut Shredders, 22-24 Sheet Capacity	Staples	770664	\$972.75	1 EA	1	\$972.75
								Total: \$10,862.39

Return to Shopping

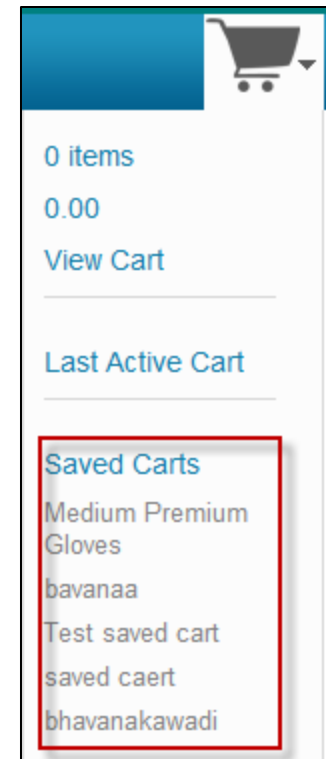
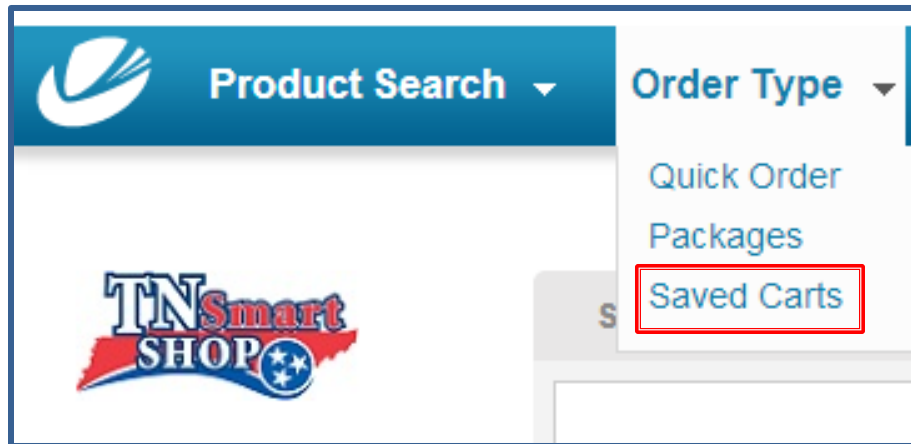
# Saved Cart

- ▶ A saved cart can be used several ways
  - As a way to store frequently purchased items to reduce the total shopping time
  - As a way to save a cart when you do not have the time/information to complete the checkout process
  - As a way to share a cart with a co-worker
  - Edison cart sharing is only available between users with valid email addresses. Verify your email address in Edison by following the navigation below:



# Saved Carts – Navigation

To get to your saved carts, you can use the Order Type menu → Saved Carts, or by using the Shopping Cart Menu.




























# Saved Carts – List

Below is an example of what your shopping cart list will look like.

## Saved Carts

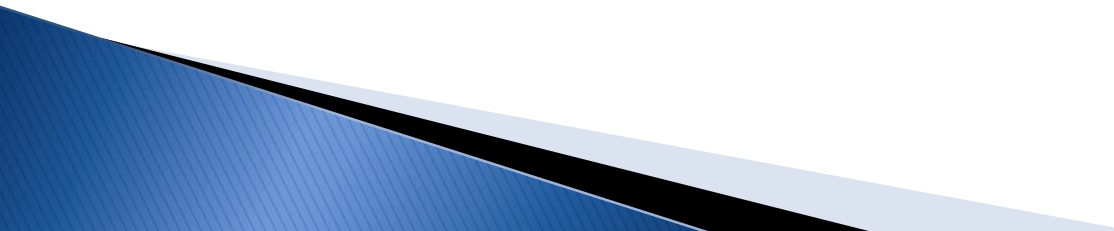
Click on the saved cart name to view its contents.

Note: Item(s) being added to the cart from the supplier's website, which do not have a corresponding SmartSearch agent will be dropped from the cart.

Line	Cart Name	Creation Date	Cart Description	Action
1	<a href="#">alison test</a>	02-22-2013 16:13:19	-	   
2	<a href="#">bhavanakawadi</a>	03-01-2013 01:01:13	-	   
3	<a href="#">saved caert</a>	03-01-2013 02:38:07	-	   
4	<a href="#">Test saved cart</a>	03-01-2013 04:30:40	-	   
5	<a href="#">bavanaa</a>	03-02-2013 00:07:37	-	   
6	<a href="#">Medium Premium Gloves</a>	03-05-2013 10:08:49	Gloves used in warehouse by pickers	   
7	<a href="#">Last Active Cart</a>	03-05-2013 00:00:00	Contains last imported cart items	



# Saved Carts – List Actions

Here are actions you can take from the Saved Cart List:

- Click on the Cart name to see it's contents
  - Click on the Cart Icon to add items to the current Cart
  - Click on the Person Icon to share the cart
  - Click on the Pencil Icon to edit the cart
  - Click on the X Icon to delete the cart
- 

# Saved Carts – Viewing

- While viewing the cart, you can see its contents, as well as perform all the add, edit, delete, and share functions.

										<a>Add to Cart</a>		<a>Share Cart</a>	<a>Edit Cart</a>	<a>Delete Cart</a>	<a>Export to Excel</a>
<b>Saved Carts</b>															
<a>Saved Carts</a> > Medium Premium Gloves															
Line	Product Image	Description	Supplier Name	Part Number	Price	Unit	Qty	Last Modified On	Total						
1		Premium Grade; Size: Medium	Fisher Scientific	19-042-127	\$1,089.46	1 CS	1		\$1,089.46						
2		Premium Grade; Size: Medium	Fisher Scientific	19-042-127	\$166.53	1 DZ	1		\$166.53						
										Total : \$1,255.99					

# Saved Carts – Sharing

- Sharing a cart is as simple as entering the person's email address and clicking the Share button.

Share Cart

Saved Carts > Share Cart



Cart Name: Medium Premium Gloves  
Cart Description: Gloves used in warehouse by pickers

Share With

Email:

Users List:

Cart Contents

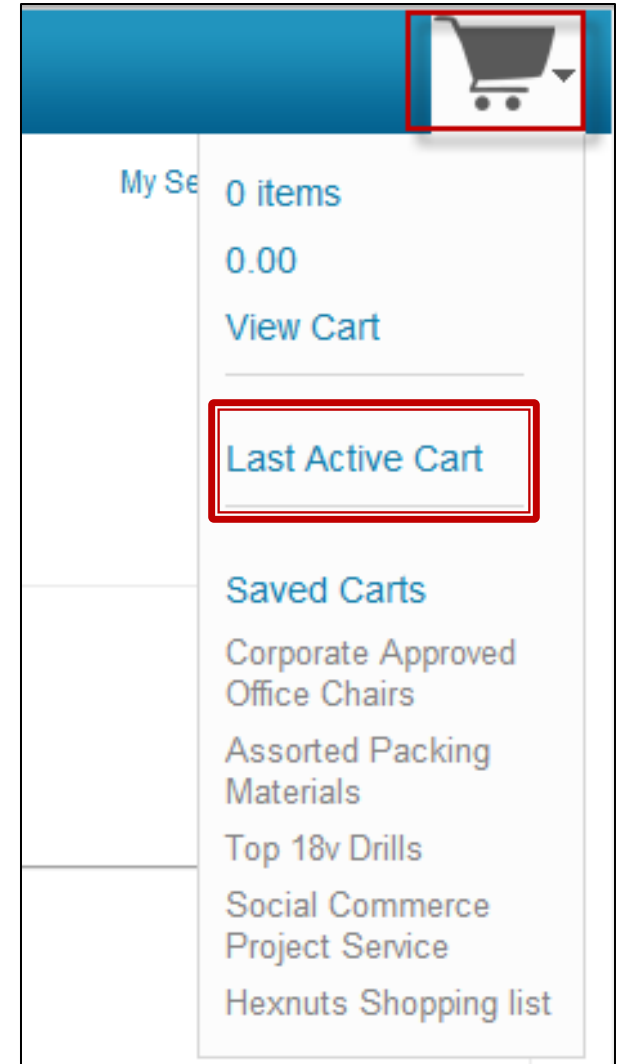
Line	Product Image	Description	Supplier Name	Part Number	Price	Unit	Qty	Total
1		Premium Grade; Size: Medium	Fisher Scientific	19-042-127	\$1,089.46	1 CS	<input type="text" value="1.0"/>	\$1,089.46
2		Premium Grade; Size: Medium	Fisher Scientific	19-042-127	\$166.53	1 DZ	<input type="text" value="1.0"/>	\$166.53
Total : \$1,255.99								

**\*\*Remember, Edison cart sharing is only available between users with valid email addresses.**

Verify your email address in Edison by following the navigation below:

# Last Active Cart

- The Last Active Cart is simply the last cart that you successfully checked out with. If you order the same items over and over, then the Last Active Cart is the quickest way to repeat your purchase with no additional work.







The End